

MEMORANDUM OF UNDERSTANDING

January 28, 2009

I. Participants:

- a. Sheridan / Alder Park and Recreation Commission, hereinafter the "Commission".
- b. Ruby Valley Swimming Club, hereinafter the "Club".

II. Project:

- a. The operation of the Sheridan Pool is of vital recreational, educational, and therapeutic importance to the people of the Ruby Valley. As such, this memorandum outlines the framework for the coordinated operation and funding of this facility.

III. Purpose and Responsibilities:

- a. The Commission and the Club enter into this Memorandum of Understanding (MOU) for the common goal of the operation of the Sheridan Pool. This MOU specifies the responsibilities in the joint effort between participants to accomplish this goal.

IV. Pool Advisory Committee

- a. A Pool Advisory Committee (hereinafter "PAC") shall be formed to provide input and advice to the Commission on the operations and program development of the Sheridan Pool.
 - i. The Commission shall provide one member to serve as their representative on the PAC.
 - ii. The Club shall provide two members to serve as their representatives on the PAC.
 - iii. Appointments shall be for one-year terms, starting October 15th of each year.

V. The PAC shall:

- a. The PAC shall develop an Annual Operating Plan to be submitted to the Commission for approval each operating season (June-September).
 - i. The draft Operating Plan for the upcoming operating season is due to the Commission by January 15th.
 - ii. The Operating Plan shall contain, at a minimum:
 - 1. Annual goals and objectives
 - 2. Action items to achieve the objectives. For example,
 - a. Workforce
 - b. Equipment
 - c. Program development and supplies
 - d. Foreseen repairs
 - 3. Budget. The itemized budget shall directly fund the Action Items and shall include, at a minimum:
 - a. Projected revenue
 - b. Salary expenses
 - c. Training
 - d. Administrative expenses
 - e. In-Kind Service costs
 - f. Supplies
 - g. Maintenance & repair expenses
 - h. Special project expenses
 - i. Utility expenses
 - j. Other expenses

- b. Recommend to the Commission a slate of applicants for job positions no later than April 15. In particular, the PAC shall:
 - i. Solicit applicants for positions.
 - ii. Conduct interviews.
 - iii. Conduct background checks.
 - iv. Prepare a slate of candidates for positions and present to the Commission for approval.
 - v. Coordinate training necessary for all employees.
- c. Coordinate opening, winterizing and necessary repairs and maintenance with the Town of Sheridan.
- d. Once approved by the Commission, the PAC shall be authorized to act in all capacity to implement the action items identified in the Operating Plan.
 - i. After approval of the Operating Plan by the Commission, any deviation from the Plan shall require approval by the Commission in advance of taking such action.
- e. Create, maintain and update, as necessary, pool employee and PAC policies and/or procedures for submission and approval by the Commission.

VI. The Commission shall:

- a. Approve the Operating Plan, with revisions if necessary, no later than February 15th.
- b. Receive all pool receipts and pay all pool expenses.
 - i. Through the appointment of one Commissioner to the PAC, the Commission shall sanction the expenditure of all funds in implementing the approved Operating Plan.
 - ii. Approve, in advance, all expenses that exceed the budget.
- c. Provide for direct supervision and oversight of pool employees through the appointment of one Commissioner to the PAC.
- d. Provide liability, workers compensation and Errors & Omissions insurance for the PAC and for the operation of the Sheridan Pool.
- e. Provide monthly financial reports on the operation of the pool to the PAC.

VII. Recognition:

- a. A sign shall be designed and posted by the Commission indicating that the operation of the Sheridan Pool is made possible by the participants of this Memorandum and the Town of Sheridan.

VIII. Concurrence:

Sheridan / Alder Park and Recreation Commission

Date

Ruby Valley Swimming Club

Date